

Advantage Employee Self Service (ESS) 3.11 – On Demand Training

How to Navigate in Advantage in ESS 3.11

Goal & Objectives

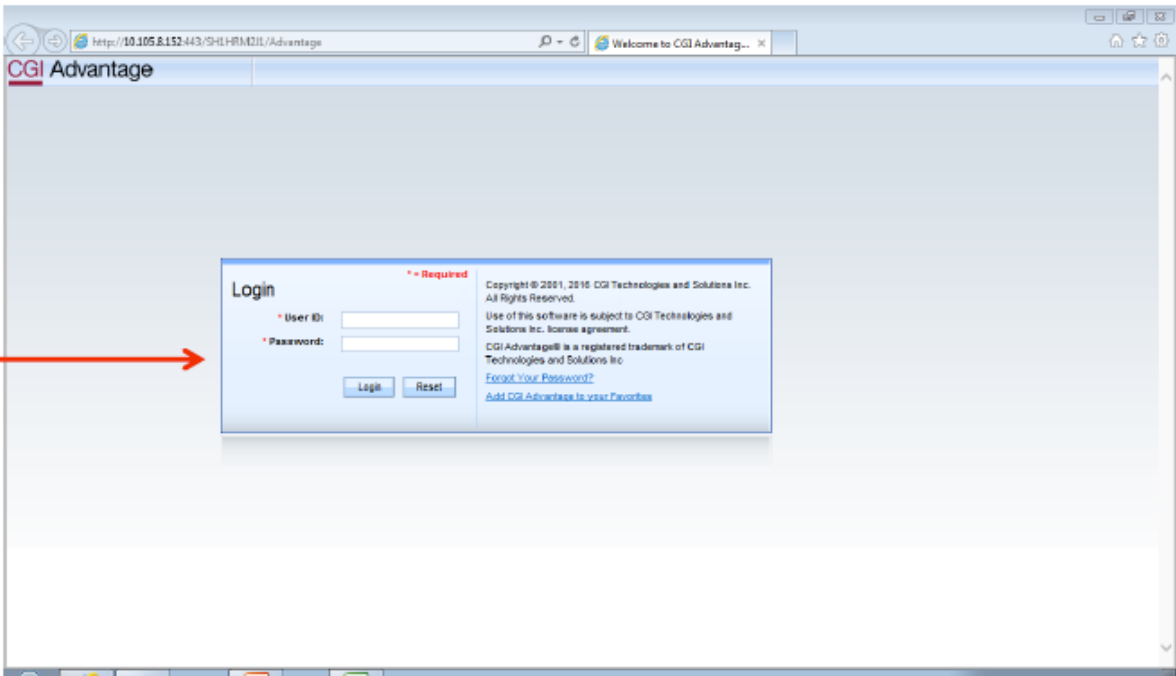
Goal: After taking this class, users will know how to navigate in Advantage ESS 3.11

Objectives:

- How to log into Advantage ESS 3.11
- How to navigate in Advantage ESS 3.11
- How to sign out of Advantage ESS 3.11

How to log into Advantage ESS 3.11

2. Enter your **User ID** and **Password** and select **Login** to begin your session.



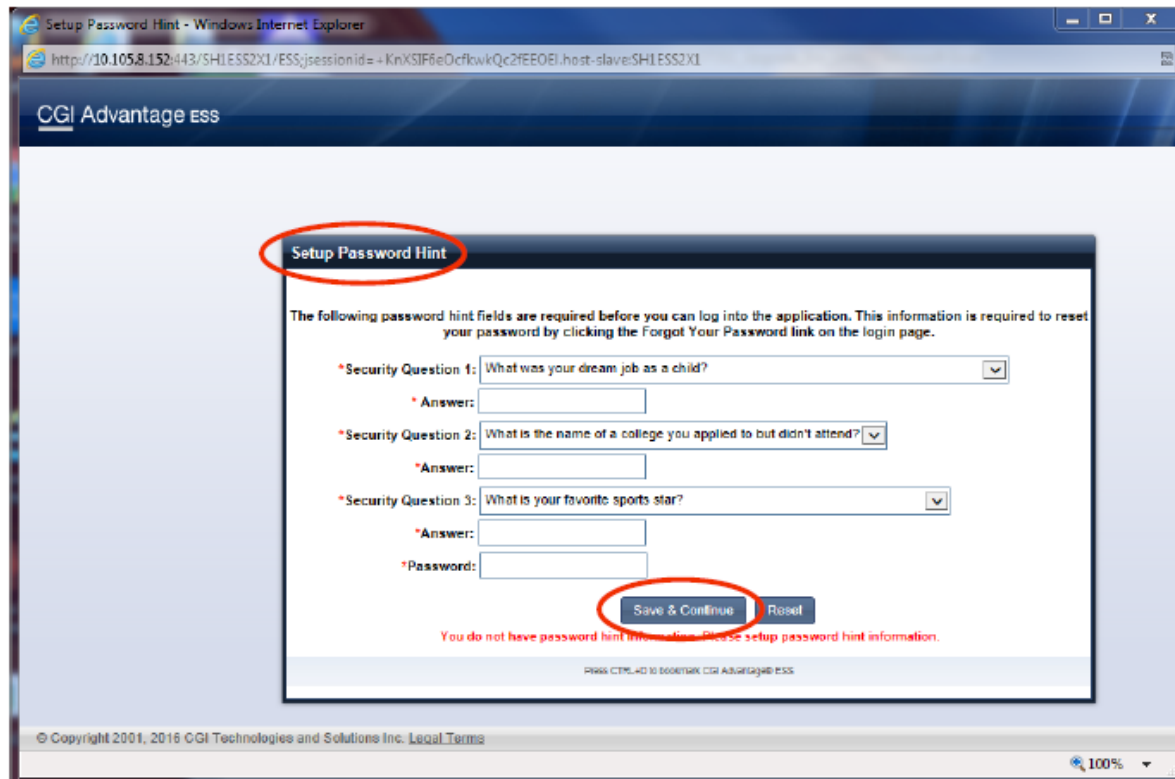
The screenshot shows a web browser window with the address bar displaying "http://10.105.8.152:443/SHL/HRM211/Advantage". The page title is "Welcome to CGI Advantage...". The main content area features a "Login" form with the following elements:

- CGI Advantage** logo and header.
- Login** section with a red asterisk indicating required fields.
- User ID:** A text input field.
- Password:** A text input field.
- Login** and **Reset** buttons.
- Copyright** notice: "Copyright © 2001, 2010 CGI Technologies and Solutions Inc. All Rights Reserved. Use of this software is subject to CGI Technologies and Solutions Inc. license agreement. CGI Advantage® is a registered trademark of CGI Technologies and Solutions Inc.".
- [Forgot Your Password?](#)
- [Add CGI Advantage to your Favorites](#)

A red arrow points from the text "2. Enter your User ID and Password and select Login to begin your session." to the "Login" form.

How to log into Advantage ESS 3.11

The first time you log in to ESS, you will be required to set up your **Password Hint**. After answering the security questions, select **Save & Continue**.



Setup Password Hint - Windows Internet Explorer

http://10.105.8.152:443/SH1.ESS2X1/ESS?sessionId=+KnX5IF6eOcfkwkQc2FE0E1;host-slave:SH1.ESS2X1

CGI Advantage ess

Setup Password Hint

The following password hint fields are required before you can log into the application. This information is required to reset your password by clicking the [Forgot Your Password](#) link on the login page.

*Security Question 1: What was your dream job as a child?

*Answer:

*Security Question 2: What is the name of a college you applied to but didn't attend?

*Answer:

*Security Question 3: What is your favorite sports star?

*Answer:

*Password:

You do not have password hint information. Please setup password hint information.

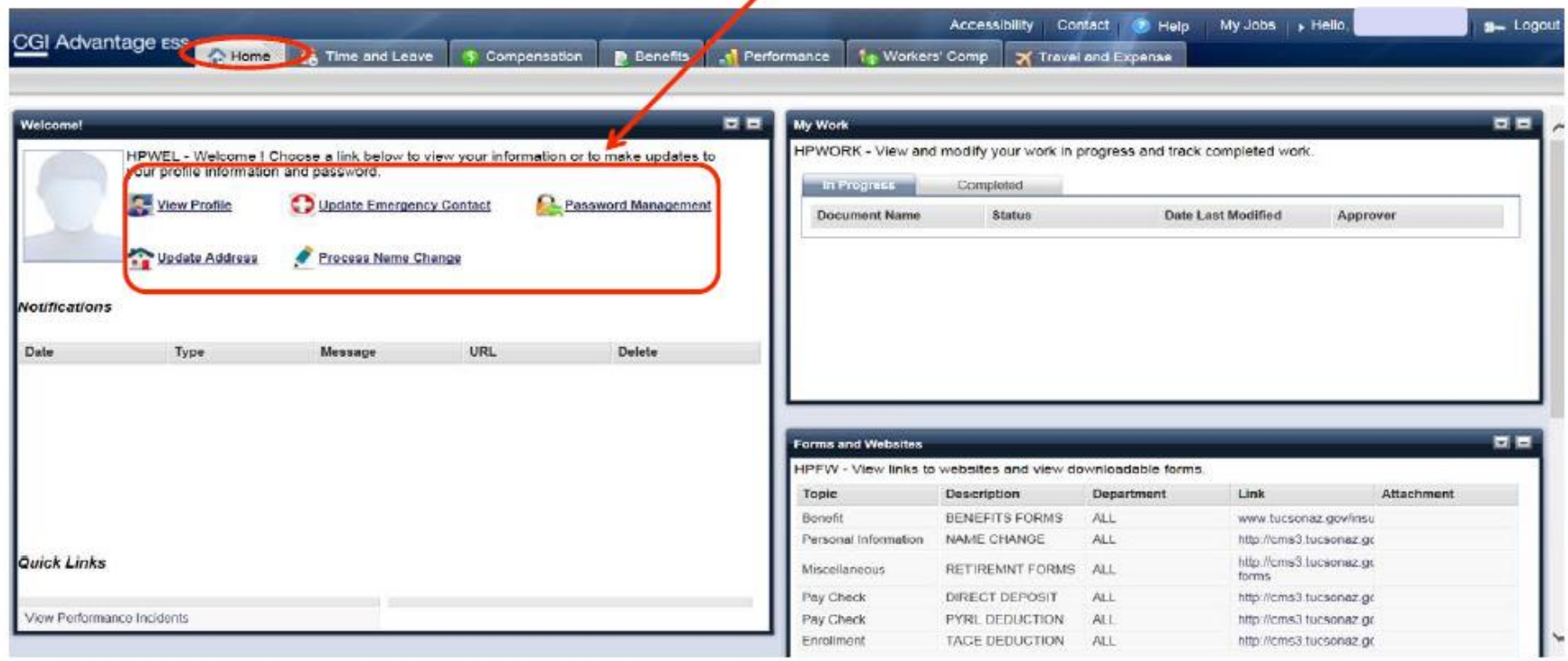
Press CTRL+D to bookmark CGI Advantage ESS

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100%

How to navigate in Advantage ESS 3.11

After logging in, you will see the **Home** screen. Here, you can view your profile, update emergency contacts, update your address, process name changes, and manage your password.



CGI Advantage ESS 3.11

Accessibility | Contact | Help | My Jobs | Hello | Logout

Home | Time and Leave | Compensation | Benefits | Performance | Workers' Comp | Travel and Expense

Welcome!

HPWEL - Welcome! Choose a link below to view your information or to make updates to your profile information and password.

[View Profile](#)
[Update Emergency Contact](#)
[Password Management](#)

[Update Address](#)
[Process Name Change](#)

Notifications

Date	Type	Message	URL	Delete

Quick Links

[View Performance Incidents](#)

My Work

HPWORK - View and modify your work in progress and track completed work.

In Progress | Completed

Document Name	Status	Date Last Modified	Approver

Forms and Websites

HPFW - View links to websites and view downloadable forms.

Topic	Description	Department	Link	Attachment
Benefit	BENEFITS FORMS	ALL	www.tucsonaz.gov/insu	
Personal Information	NAME CHANGE	ALL	http://cms3.tucsonaz.gov	
Miscellaneous	RETIREMENT FORMS	ALL	http://cms3.tucsonaz.gov/forms	
Pay Check	DIRECT DEPOSIT	ALL	http://cms3.tucsonaz.gov	
Pay Check	PYRL DEDUCTION	ALL	http://cms3.tucsonaz.gov	
Enrollment	TACE DEDUCTION	ALL	http://cms3.tucsonaz.gov	



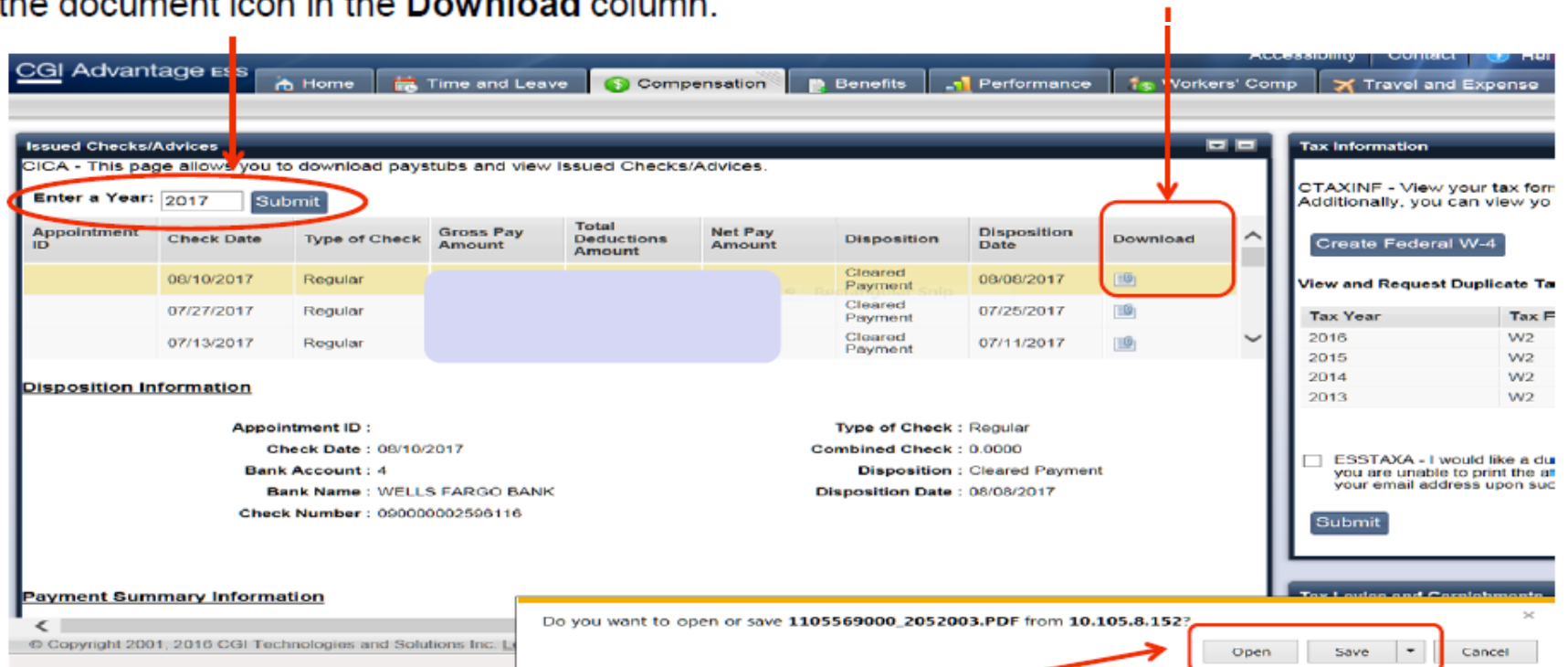
How to navigate in Advantage ESS 3.11

This is the **Time and Leave** tab. To view your leave balances, first select **Time Information** and then **View Leave Balance**.

The screenshot displays the Advantage ESS 3.11 web application interface. At the top, the 'CGI Advantage ESS' logo is visible. Below it, a navigation bar contains several tabs: 'Home', 'Time and Leave', 'Compensation', 'Benefits', 'Performance', 'Workers' Comp', and 'Travel and Expense'. The 'Time and Leave' tab is selected, and its sub-menu is expanded, showing 'Time Information' (circled in red), 'Timesheets', and 'Work Schedule'. Below the navigation bar, the 'Leave Requests and Usage' section is active. It contains a description: 'TLLRU - Create and modify new leave requests, view leave balances, enroll in leave banks and donate leave from this widget.' Below this description are five buttons: 'Create Leave Request', 'View Leave Balance' (circled in red), 'Enroll in Leave Bank', 'Modify Leave Bank', and 'Donate Leave'. Below the buttons are three tabs: 'Submitted Leave Requests', 'Approved Leave Requests', and 'Rejected Leave Requests'. The 'Submitted Leave Requests' tab is selected, showing a table with columns: 'Leave Type', 'Start Date', 'End Date', 'Status', 'Approver', and 'View'. The table is currently empty. On the right side of the interface, there is an 'Attendance Card' section with the text 'TLAC - The Attendance Month and Year and cli'.

How to navigate in Advantage ESS 3.11

The **Compensation** tab allows you to view and print pay statements. To begin, **Enter a Year** and select **Submit**. This will return a list of issued checks. To view or print a check, select the document icon in the **Download** column.






CGI Advantage ESS

Home Time and Leave Compensation Benefits Performance Workers' Comp Travel and Expense

Issued Checks/Advices

CICA - This page allows you to download paystubs and view Issued Checks/Advices.

Enter a Year: 2017 Submit

Appointment ID	Check Date	Type of Check	Gross Pay Amount	Total Deductions Amount	Net Pay Amount	Disposition	Disposition Date	Download
	06/10/2017	Regular				Cleared Payment	06/08/2017	
	07/27/2017	Regular				Cleared Payment	07/25/2017	
	07/13/2017	Regular				Cleared Payment	07/11/2017	

Disposition Information

Appointment ID :
Check Date : 06/10/2017
Bank Account : 4
Bank Name : WELLS FARGO BANK
Check Number : 090000002596116

Type of Check : Regular
Combined Check : 0.0000
Disposition : Cleared Payment
Disposition Date : 06/08/2017

Payment Summary Information

Do you want to open or save 1105569000_2052003.PDF from 10.105.8.152?

Open Save Cancel

Tax Information

CTAXINF - View your tax form. Additionally, you can view your tax information.

Create Federal W-4

View and Request Duplicate Tax Forms

Tax Year	Tax Form
2016	W2
2015	W2
2014	W2
2013	W2

☐ ESSTAXA - I would like a duplicate of my tax form if you are unable to print the form, your email address upon successful completion.

Submit

At the prompt, you will have the option to **Open** or **Save** the document file.

How to navigate in Advantage ESS 3.11

The **Compensation** page is also where you can view and print W2's for previous years.





and Leave | **Compensation** | Benefits | Performance | Workers' Comp

Tax Information

CTAXINF - View your tax forms, request duplicates and create W-4 forms from this widget. Additionally, you can view your Tax Withholdings/Allowances.

[Create Federal W-4](#) [View Tax Withholdings/Allowances](#)

View and Request Duplicate Tax Forms

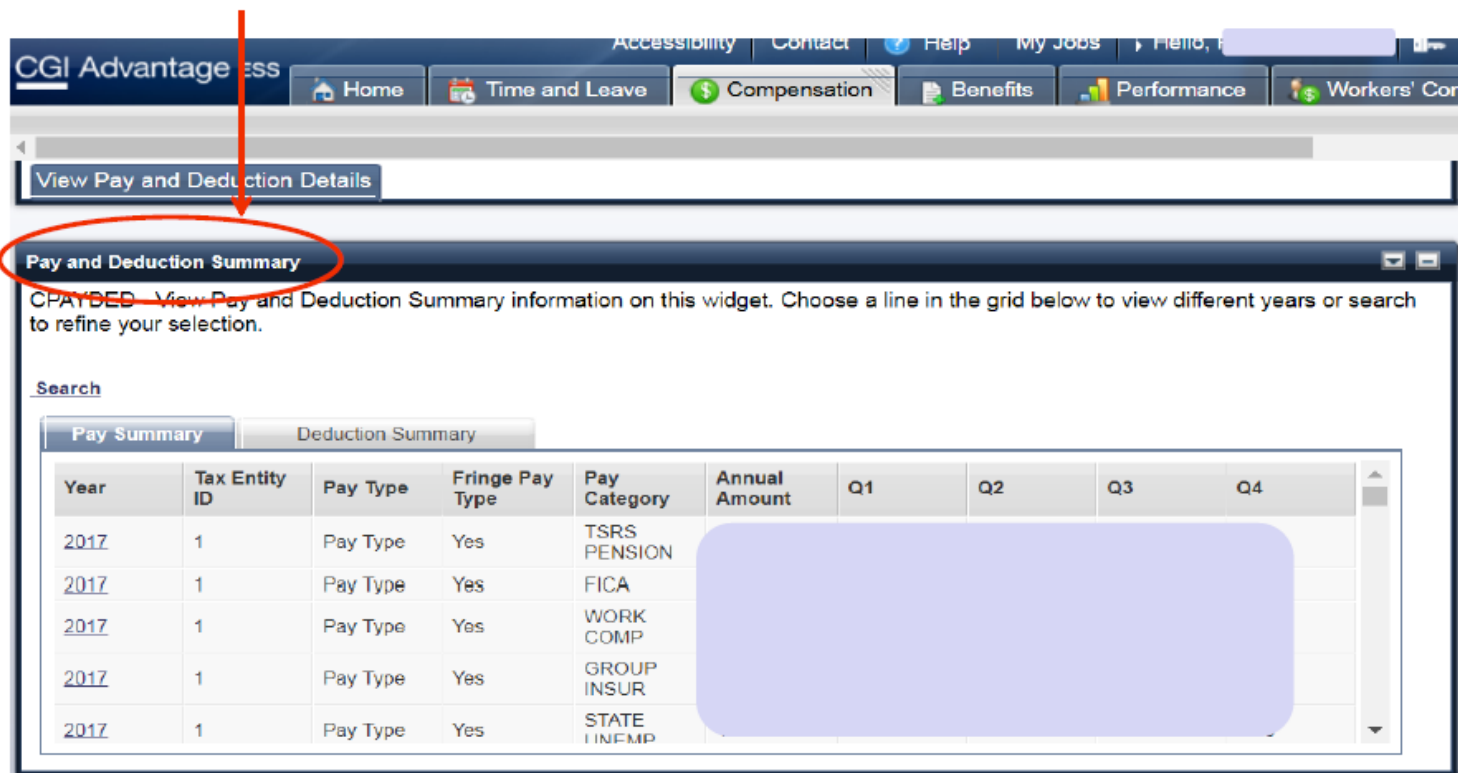
Tax Year	Tax Form	Federal Tax ID	View
2016	W2	866000266	
2015	W2	866000266	
2014	W2	866000266	
2013	W2	866000266	

☐ ESSTAXA - I would like a duplicate copy of the highlighted Tax Form. Please use this functionality if you are unable to print the attached PDF Tax Form on your own. A confirmation email will be sent to your email address upon successful receipt of the duplicate request.

[Submit](#)

How to navigate in Advantage ESS 3.11

Pay and Deduction Summary information can also be viewed in the **Compensation** tab.

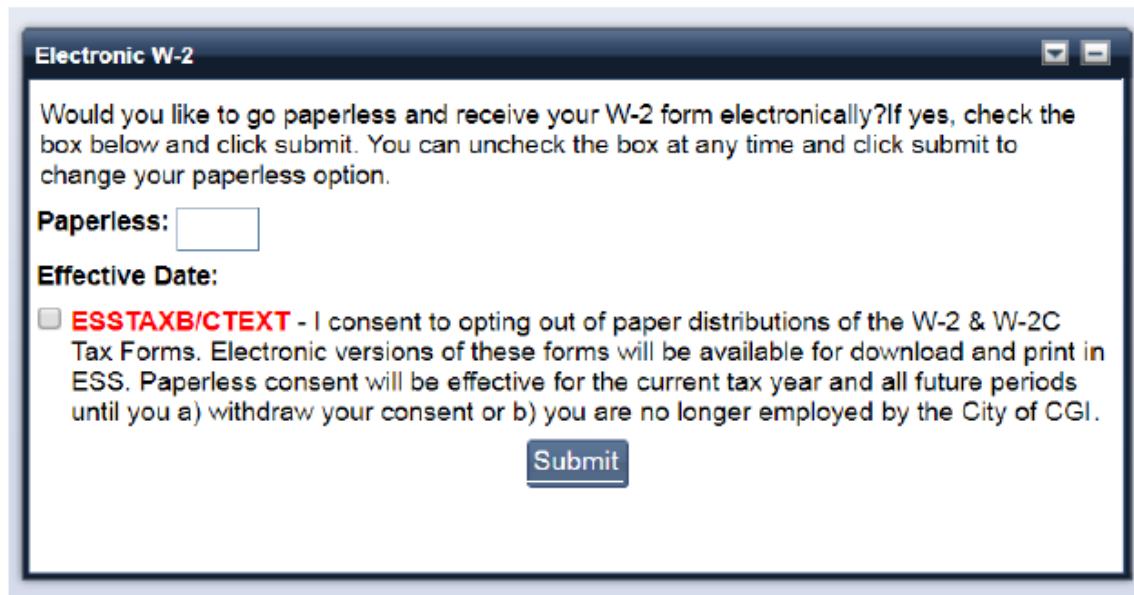


The screenshot shows the CGI Advantage ESS 3.11 interface. The top navigation bar includes links for Accessibility, Contact, Help, My Jobs, and a search field. Below this, a secondary navigation bar contains tabs for Home, Time and Leave, Compensation, Benefits, Performance, and Workers' Comp. The Compensation tab is selected. Below the navigation bar, there is a link for "View Pay and Deduction Details". A red arrow points from this link to the "Pay and Deduction Summary" widget. The widget has a title bar with the text "Pay and Deduction Summary" circled in red. Below the title bar, there is a description: "CPAYDED - View Pay and Deduction Summary information on this widget. Choose a line in the grid below to view different years or search to refine your selection." Below the description, there is a "Search" section with two tabs: "Pay Summary" and "Deduction Summary". The "Pay Summary" tab is selected. Below the tabs is a table with the following columns: Year, Tax Entity ID, Pay Type, Fringe Pay Type, Pay Category, Annual Amount, Q1, Q2, Q3, and Q4. The table contains five rows of data for the year 2017, all with Tax Entity ID 1. The rows are: Pay Type, Yes, TSRS PENSION; Pay Type, Yes, FICA; Pay Type, Yes, WORK COMP; Pay Type, Yes, GROUP INSUR; and Pay Type, Yes, STATE INEMP. A large blue rectangular area is overlaid on the right side of the table, obscuring the Annual Amount, Q1, Q2, Q3, and Q4 columns.

Year	Tax Entity ID	Pay Type	Fringe Pay Type	Pay Category	Annual Amount	Q1	Q2	Q3	Q4
2017	1	Pay Type	Yes	TSRS PENSION					
2017	1	Pay Type	Yes	FICA					
2017	1	Pay Type	Yes	WORK COMP					
2017	1	Pay Type	Yes	GROUP INSUR					
2017	1	Pay Type	Yes	STATE INEMP					

How to navigate in Advantage ESS 3.11

There is an option on the **Compensation** tab which will allow employees to opt out of receiving a paper copy of their W2.



Electronic W-2

Would you like to go paperless and receive your W-2 form electronically? If yes, check the box below and click submit. You can uncheck the box at any time and click submit to change your paperless option.

Paperless: ☐

Effective Date:

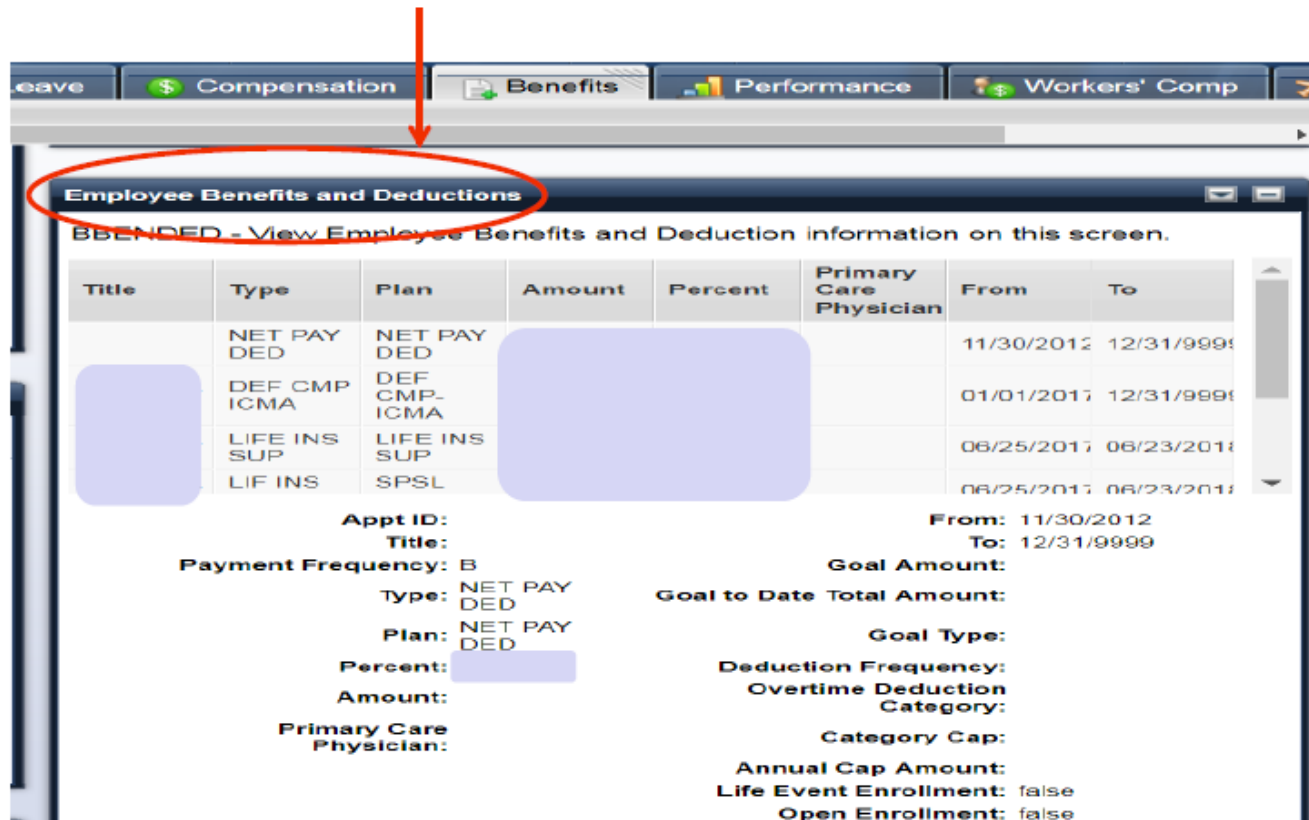
☐ **ESSTAXB/CTEXT** - I consent to opting out of paper distributions of the W-2 & W-2C Tax Forms. Electronic versions of these forms will be available for download and print in ESS. Paperless consent will be effective for the current tax year and all future periods until you a) withdraw your consent or b) you are no longer employed by the City of CGI.

Submit

NOTE: The option to OPT-OUT of receiving a paper copy W-2 may be modified to an option to OPT-IN to receiving a paper copy. This is a topic currently under discussion by the implementation team.

How to navigate in Advantage ESS 3.11

On the **Benefits** tab, you can view information about **Employee Benefits and Deductions**.



leave Compensation **Benefits** Performance Workers' Comp

Employee Benefits and Deductions

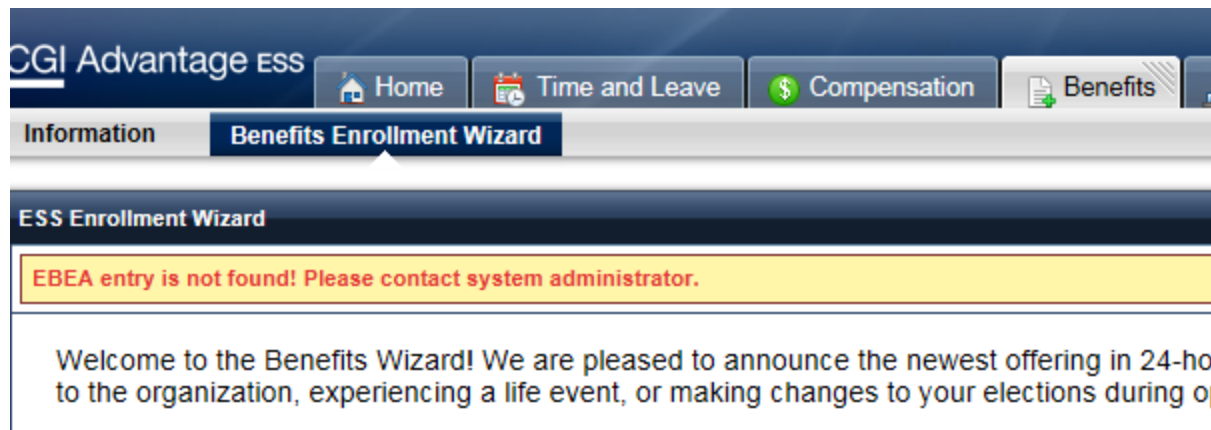
BBENDED - View Employee Benefits and Deduction information on this screen.

Title	Type	Plan	Amount	Percent	Primary Care Physician	From	To
	NET PAY DED	NET PAY DED				11/30/2012	12/31/9999
	DEF CMP ICMA	DEF CMP-ICMA				01/01/2017	12/31/9999
	LIFE INS SUP	LIFE INS SUP				06/25/2017	06/23/2018
	LIF INS	SPSL				06/25/2017	06/23/2018

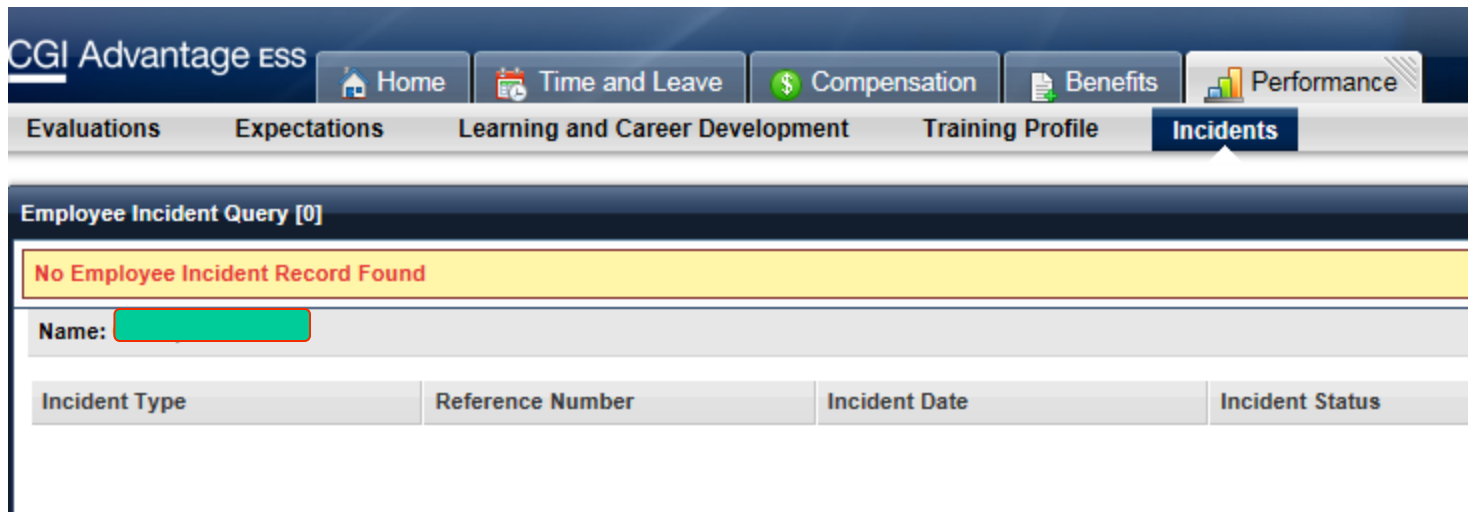
Appt ID: From: 11/30/2012
 Title: To: 12/31/9999
 Payment Frequency: B Goal Amount:
 Type: NET PAY DED Goal to Date Total Amount:
 Plan: NET PAY DED Goal Type:
 Percent: Deduction Frequency:
 Amount: Overtime Deduction
 Primary Care Physician: Category:
 Category Cap:
 Annual Cap Amount:
 Life Event Enrollment: false
 Open Enrollment: false

How to navigate in Advantage ESS 3.11

When accessing the **Benefits** tab, **Benefits Enrollment Wizard**, an error message will be displayed since this wizard is not functional. Please contact the HR/Benefits Manager for further information regarding benefits enrollment.



How to navigate in Advantage ESS 3.11



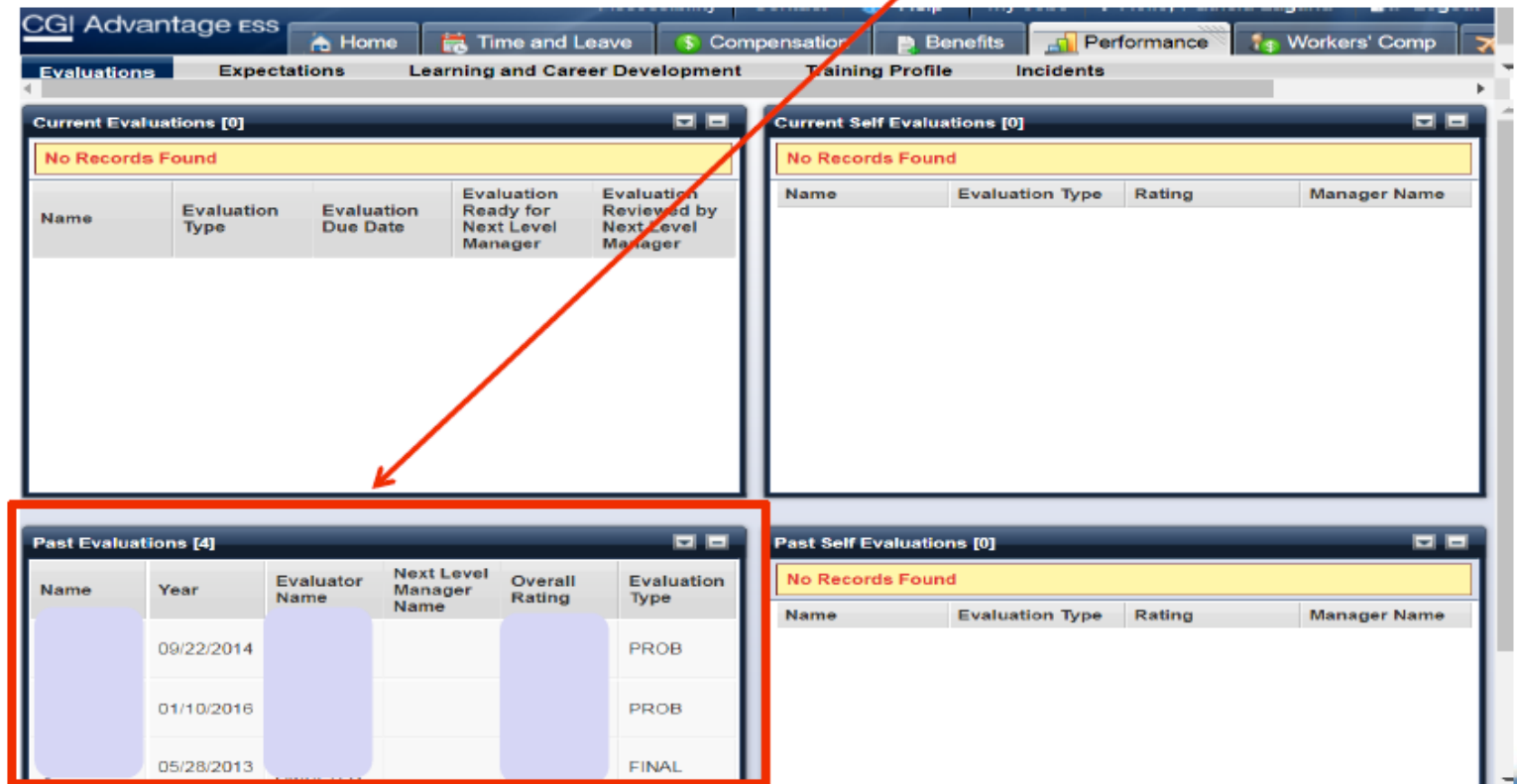
The screenshot displays the CGI Advantage ESS web application. The top navigation bar includes links for Home, Time and Leave, Compensation, Benefits, and Performance. Below this, a secondary navigation bar highlights the Incidents tab, with other options like Evaluations, Expectations, Learning and Career Development, and Training Profile. The main content area is titled 'Employee Incident Query [0]' and features a yellow message box stating 'No Employee Incident Record Found'. A search field labeled 'Name:' is present, followed by a table with headers: Incident Type, Reference Number, Incident Date, and Incident Status.

Incident Type	Reference Number	Incident Date	Incident Status
---------------	------------------	---------------	-----------------

The ***Incidents*** tab will be used to capture extended leave events.

How to navigate in Advantage ESS 3.11

The Performance tab is where you can see your **Past Evaluations**.

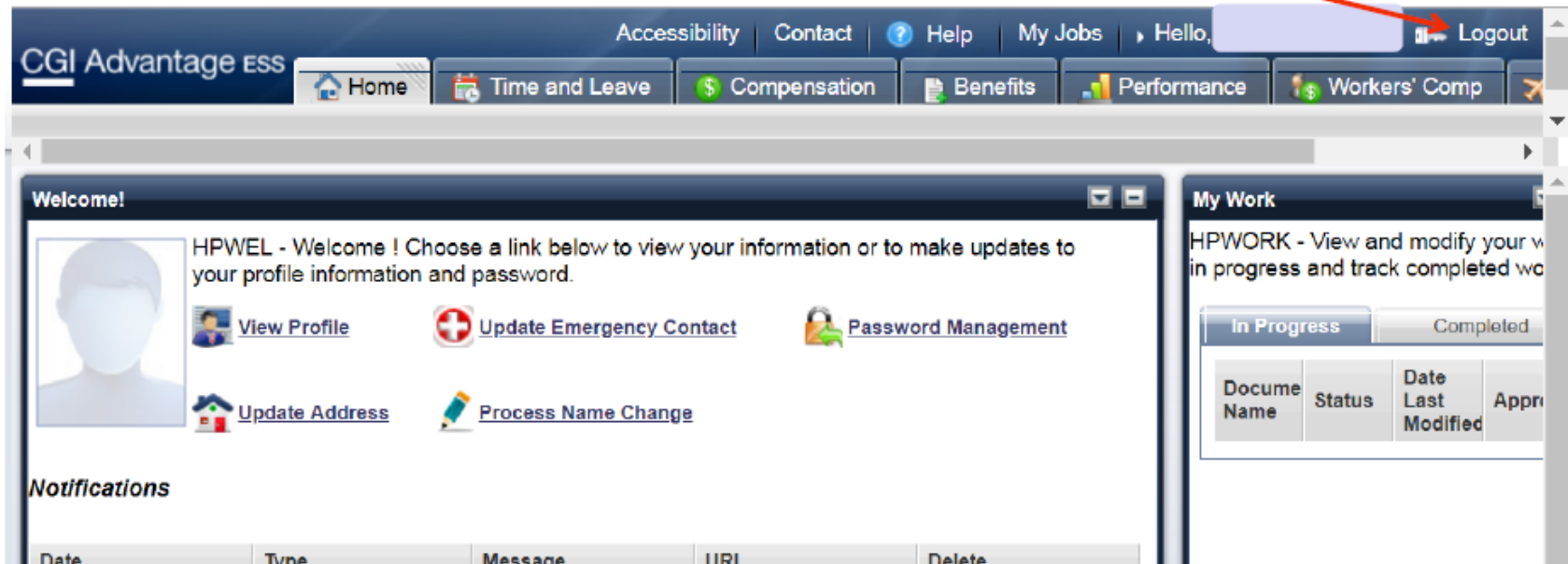


The screenshot shows the 'Performance' tab selected in the top navigation bar. Below the navigation bar, there are four panels. The 'Current Evaluations' and 'Current Self Evaluations' panels both show 'No Records Found'. The 'Past Evaluations' panel is highlighted with a red border and contains a table with 4 records. The 'Past Self Evaluations' panel also shows 'No Records Found'. A red arrow points from the 'Performance' tab to the 'Past Evaluations' panel.

Name	Year	Evaluator Name	Next Level Manager Name	Overall Rating	Evaluation Type
	09/22/2014				PROB
	01/10/2016				PROB
	05/28/2013				FINAL

How to sign out of Advantage ESS 3.11

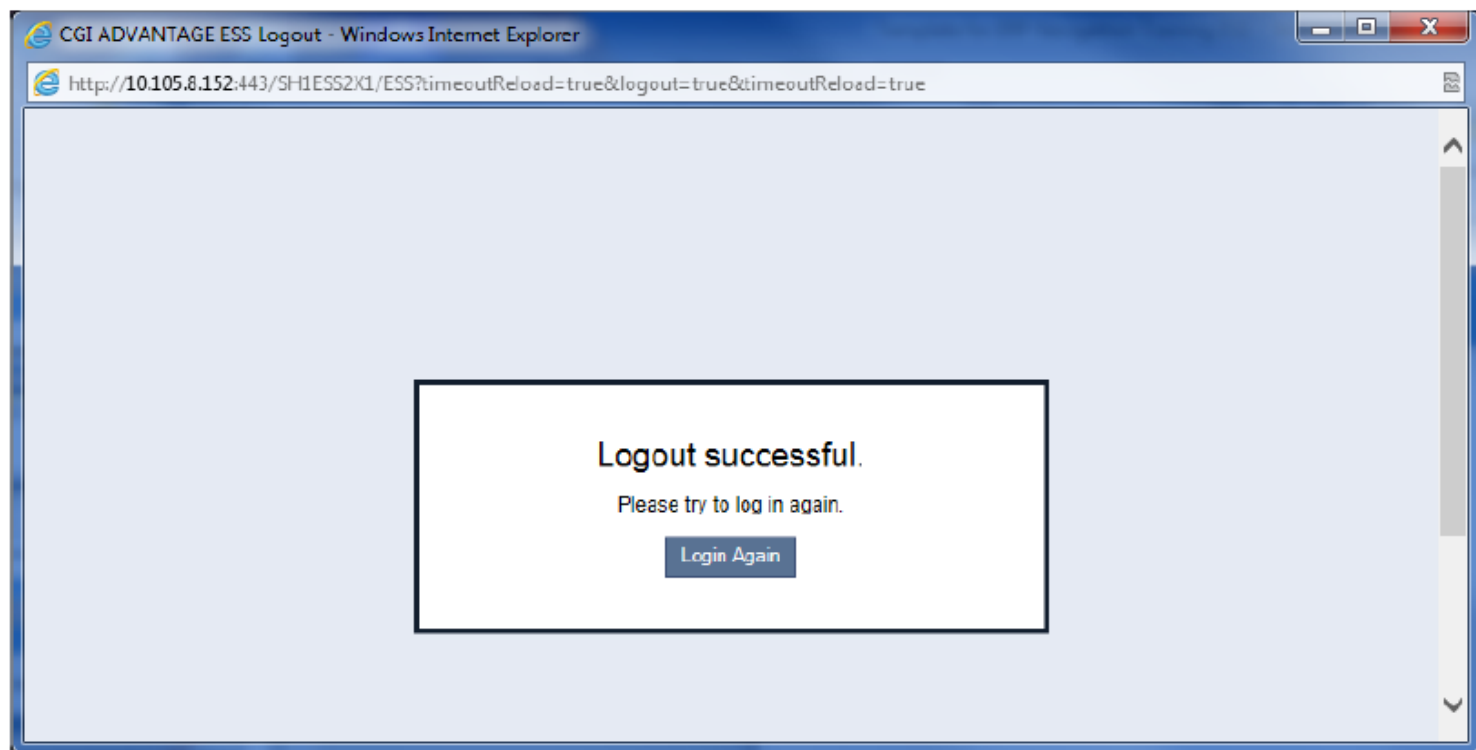
To sign out of ESS, use the **Logout** icon from any tab.



The screenshot shows the CGI Advantage ESS 3.11 interface. The top navigation bar includes links for Accessibility, Contact, Help, My Jobs, Hello, and Logout. Below this is a row of tabs: Home, Time and Leave, Compensation, Benefits, Performance, and Workers' Comp. The main content area is divided into two sections: 'Welcome!' and 'My Work'. The 'Welcome!' section displays a user profile picture and links for View Profile, Update Emergency Contact, Password Management, Update Address, and Process Name Change. The 'My Work' section shows a table with columns for Document Name, Status, Date Last Modified, and Approver. A red arrow points from the text 'Logout icon' to the Logout button in the top navigation bar.

How to sign out of Advantage ESS 3.11

After logging out, the **Logout successful** screen will display.



Thank You!

This concludes the navigational
training for Advantage ESS 3.11